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MSBA/MASA Model Policy 214

Orig. 2005

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## **214 OUT-OF-STATE TRAVEL BY EDUCATION DISTRICT BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by education district board members as required by law.

### **II. GENERAL STATEMENT OF POLICY**

Education district board members have an obligation to become informed on the proper duties and functions of a education district board member, to become familiar with issues that may affect the education district, to acquire a basic understanding of education district finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and education district policies that relate to their functions as education district board members. Occasionally, it may be appropriate for education district board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the education district board finds it proper for education district board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as education district board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the education district should be pre approved by the education district board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary education district district-related expenses.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official education district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the education district board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the education district board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The executive director shall develop a schedule of reimbursement rates for education district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The executive director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)